90

National
Endowment
for the Arts

Application
Guidelines
Fiscal Year 1990

Arts Administration Fellows Program 90

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NF 2.8/2-24:

OMB No. 3135-0064 Expires 3/31/91

Application Calendar

Application Postmark Deadline	Announcement of Grant Award or Rejection	Program Session
July 21, 1989	October 16, 1989	Spring 1990 (January 22 to April 20)
January 12, 1990	March 16, 1990	Summer 1990 (May 29 to August 24)
April 13, 1990	July 6, 1990	Fall 1990 (September 17 to December 14)

APPLICATIONS POSTMARKED AFTER THE DEADLINE WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Program Objectives

Arts organizations of all types -- from the smallest dance company to the largest symphony orchestra, from the "alternative space" to the major museum -- have come to recognize the importance of broadly informed, professional administrative staff. In the absence of such leadership, no amount of artistic talent, nor the best of intentions, can ensure an organization's success. The Arts Administration Fellows Program addresses this need by providing arts administrators with a national overview of both the arts and the role and process of the National Endowment for the Arts in supporting the arts. The Endowment also profits from increased contact and communication with the arts organizations from which this select group of arts administrators come and to which they return. The purposes of the program are to provide the Endowment with the varied skills and experience of arts administrators from across the country and to increase the future effectiveness of the Fellows in the planning, management, and development of arts organizations. The program is not, however, a management training program.

Assignments completed by Fellows have ranged from hands-on experience with the grant application process to the preparation of broad, policy overview papers and research.

The objectives of the program are:

1. To bring to the Endowment's operations the varied skills and experience of arts administrators from across the country.

2. To further communication and understanding between the Endowment and the arts organizations or agencies with which Fellows are associated.

3. To acquaint promising arts administrators with the policies and operations of the Endowment (including how it develops policy) through work experience in an Endowment program or office.

Activities and Office Duties

This program brings arts administrators to the Endowment's offices in Washington, D. C., for 13-week periods. Each Fellow is assigned to one Endowment division or office throughout the 13-week term. Fellows have the opportunity to gain an overview of Federal arts support by meeting with Endowment Program Directors and by attending meetings of panels and the National Council on the Arts.

Endowment programs include: Dance, Design Arts, Expansion Arts (which awards grants to professionally directed, community based, often ethnically oriented arts activities), Folk Arts, Inter-Arts (which funds arts institutions that present or serve two or more art forms and the creation and production of new work that extends or explores new artistic forms), Literature, Media Arts, Museum, Music, Opera - Musical Theater, Theater, Visual Arts, Arts in Education, Local Programs, State Programs, and the Challenge and Advancement Grant Programs.

Other Endowment divisions to which Fellows may be assigned include Policy, Planning, and Research (which staffs the development of Endowment policy and conducts statistical and analytical studies on various cultural topics), Office for Special Constituencies (which assists in making arts activities accessible to older adults, the disabled, and institutionalized populations), International Activities, Office of the Deputy Chairman for Management, Civil Rights, Budget, and Management Systems (which studies and analyzes the internal operations of the agency).

Fellows learn about the Endowment by spending about two-thirds of their time working as members of the professional staff, assisting in daily operations or with

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Activities and Office Duties, continued

special projects. Fellows have been assigned to work with professional staff in processing grant applications, contacting applicants, and making other preparations for panel and council review. Other Fellows have undertaken independent projects such as researching policy issues or compiling histories of arts funding in selected categories of support. About one-third of their time is spent in Fellows' activities such as seminars and field trips. Seminars may be led by artists, Federal officials, or leading arts managers. Field trips may include visits to major Washington arts institutions, arts service organizations, and Congressional offices.

Introductory training on the Endowment's word-processing and computer system is available to interested Fellows, who may find that some typing or other office skills will be useful. Candidates should also be aware that, while the Fellowship is designed to enhance participants' knowledge, skills, and career opportunities, Fellows should not plan to use work hours to seek employment.

Former Fellows

Since the Fellows Program began in 1973, more than 600 arts administrators have participated. Former Fellows are now working with state and local arts agencies, professional theaters, orchestras, opera and dance companies, universities, arts centers, museums, media organizations, and arts service organizations. **Fellows should not expect continued employment at the Endowment beyond the term of the Fellowship and will not be given any special, favorable consideration for continued Federal employment.**

Fellowship Amounts

Grants consist of a Fellowship stipend of $4,000 and round-trip travel expenses. Travel costs include round-trip air fare to Washington, D. C., limited to coach fare.

Eligibility

The program seeks to promote the development of arts administrators who have demonstrated a strong commitment to the field. Therefore, applicants generally must have completed a Bachelor's degree and at least three years of professional experience in the arts or an arts-related field. Graduate training appropriate to arts administration may be substituted for one year of experience. Applicants must demonstrate commitment to the arts and knowledge of one or more arts disciplines. Applications and supporting materials should indicate the applicant's intention to continue working in the field. Applicants must be United States citizens or permanent residents of the U. S.

Review Criteria

Applicants are reviewed according to the following criteria:

- Professional experience in one or more of the arts fields.
- Education and training.
- Direction of the applicant's career in arts administration, as discussed in the application essay.
- Applicant's plans for future use of the knowledge and skills gained at the Endowment, as addressed in the application essay.
- Pertinence of the candidate's background and training to the needs and requirements of Endowment programs and divisions (for further information on these needs, contact the Fellows Program Coordinator).
- Applicant's suitability, as attested in letters of recommendation, for a thirteen-week residency at the National Endowment for the Arts at this point in the candidate's career.

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Application Review

After completed applications and supporting materials have been received and reviewed by the Fellows Program Coordinator and an Endowment staff committee, candidates are chosen by Endowment program and division directors. Selections are not final until formally recommended by the National Council on the Arts and approved by the Endowment's Chairman. Candidates are then notified by the Fellows Program Coordinator. Information regarding action taken on applications cannot be made available during the selection process. Applicants will be notified in accordance with the dates given on the Application Calendar.

For a number of reasons -- usually keen competition, the varying needs of individual offices, and the rotation of available positions -- the Fellows Program must sometimes reject highly qualified candidates. Such unsuccessful applicants are thus encouraged to reapply, simply by returning the one-page form included with the letter of rejection; the Fellows Program will then reactivate the applicant's file for the next Fellowship session.

Before traveling to Washington, the selected Fellow will be contacted (by telephone) by the staff member who will act as immediate supervisor in the host program or division. Specific duties and responsibilities will be discussed. Because Fellowship assignments vary widely from program to program, and even within a given office according to its calendar of activitiy, prospective Fellows are urged to consider carefully the nature of the proposed assignments and their own suitability to carry out such tasks.

All inquiries should be directed to the Arts Administration Fellows Program Coordinator by mail at the address below or by telephone at 202/ 682-5786.

How to Apply

Candidates must submit **four copies** of the following items:

1. The Individual Grant Application Form on page 7.

2. The candidate's resume.

3. A description of the candidate's current job responsibilities or an academic transcript or both.

4. An essay of approximately 500 to 1,000 words discussing the candidate's career plans and how this Fellowship would affect the candidate's career.

5. Three or more letters of recommendation (if you are having these sent under separate cover, only one copy of each is required).

These materials should be sent to:

Arts Administration Fellows Program, Room 217
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N. W.
Washington, D. C. 20506

Deadlines and announcement dates are on the inside front cover. APPLICATIONS POSTMARKED AFTER THE DEADLINE WILL BE REJECTED. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Reporting Burden

Public reporting burden for this collection of information is estimated to average four hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0064), Washington, DC 20503.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information: The National Endowment for the Arts is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for Congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

OMB No. 3135-0064 Expires 3/31/91

Arts Administration Fellows Program

Individual Grant Application

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Four copies of the application form and all supporting materials should be mailed to: Arts Administration Fellows Program, Room 217, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Ave., NW, Washington, DC 20506. Please type or print clearly.

1. Applicant Name and Address

2. Home Telephone #
( )

3. Work Telephone #
( )

4. Social Security #
___ - __ - ____

5. U. S. Citizenship
Yes ☐ No ☐ (Visa #:_____)

6. Permanent Mailing Address/Telephone (if different from above)

7. Period of Support Requested (check one)

____ SPRING 1990 (January 22, 1990 - April 20, 1990)

____ SUMMER 1990 (May 29, 1990 - August 24, 1990)

____ FALL 1990 (September 17, 1990 - December 14, 1990)

8. Amount Requested:

Stipend	$ 4,000
Estimated Travel	$
Total	$

9. Assignment Preferences

(Optional. You may list up to three programs or divisions of special interest. Failure to state preferences will NOT adversely affect your application.)

_____

_____

_____

10. I am / am not currently employed (circle one).
I do / do not intend to return to my present employment (circle one).

11. Are you delinquent on repayment of any Federal debt (e. g., student loans, delinquent taxes)?

_____ Yes _____ No If yes, provide explanatory information on a separate sheet.

12. Certification

I certify that the foregoing statements are true and complete to the best of my knowledge. I also certify that, in compliance with the Drug-Free Workplace Act of 1988, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with the grant.

Signature _____ Date _____

Arts Administration Fellows Program, Room 217
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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